



MINUTES
February 11, 2010
8:30 a.m. – 10:30 a.m.
Missouri Department of Conservation

The meeting was called to order at 8:30 a.m. by Cathy Harris.

SHRMC List – Darlene

- Darlene is going to create a list serve for the SHRMC group. You will use this list when sending any kind of emails to the SHRMC group. (Thank you, Darlene!)

Continuation of Round Table Discussion - All

- Hiring:
 - Patrol – yes they are
 - MoDot – yes they are
 - Ded – no stimulus money
 - DNR – very few positions
 - Revenue – only critical positions
 - DESE – only Commission approved positions
 - Conservation – yes they are
 - Social Services – yes they are
- PERFORM:
 - Most agencies have a timeline that they go by
- FMLA:
 - **Question:** What do you do when you have the same employee who abuses FMLA at the same time of the year every year.
 - **Answer:** Change from calendar year to a rolling year. Do a job duty assessment and send the duties to the doctor asking their opinion or “clarification”.
 - **Date Section:** if the doctor puts “unknown”, it needs to be sent back to the doctor asking for a specific date.
- Religious Accommodations:
 - **Question:** Does anyone have a form they use when an employee requests a motel accommodation based upon their religion?

- **Answer:** No
- Leave Balance:
 - **Question:** Do agencies require a minimum balance of annual leave?
 - DOLIR – would like to require everyone to carry a minimum balance at all times.
 - OA – sends a warning letter letting the employee know their leave balance is getting low.
- CASE (Committee Aide State Employee):
 - Employees can donate through Charitable Campaign
 - Employees can apply for financial grants
 - The committee is in need of more members, they meet once a month, open mail, and takes maybe two hours per week.

Personnel – Cara

Kathy is busy with PERFORM.

Fiscal Notes

Repeat Offenders

Training needs more participation. Alan has been sending information out on training. Check out the on-line calendar www.training.oa.mo.gov

Other Business

The next meeting will be March 11, 2010 at Conservation Employees Credit Union Basement.

The meeting was adjourned.